

Project Transmittal Database V1.0

In January 2004, Location and Surveys will start using a new Project Transmittal Database. This new system will be a totally electronic system of notifying the Central Office as well as other DOT sections that data has been transmitted. It will no longer be necessary to send paper copies back and forth. This will hopefully reduce errors and speed the transmission of data between units.

The new Transmittal Database will be interfaced with the existing Project Assignment Database. It will be web based and utilize the DOT email system. Once an electronic transmittal has been sent, an electronic signature will be written to the database when the electronic document is viewed. This will give a complete history of the dataflow for a project. All transmittal data is tied to the LS number.

The concept and operation of the database is simple. The field office user creates an electronic transmittal (the parent) by selecting tasks from a list. The user then sends this information to the Central Office. An email will be generated with a link to the electronic transmittal.

After any quality control checks, the Central Office can either chose to return the data to the field for corrections and/or additions or send the data on to the requesting unit. In order to do this, a sub or "child" transmittal is created. This is another electronic transmittal that has the data being forwarded on to the requesting unit.

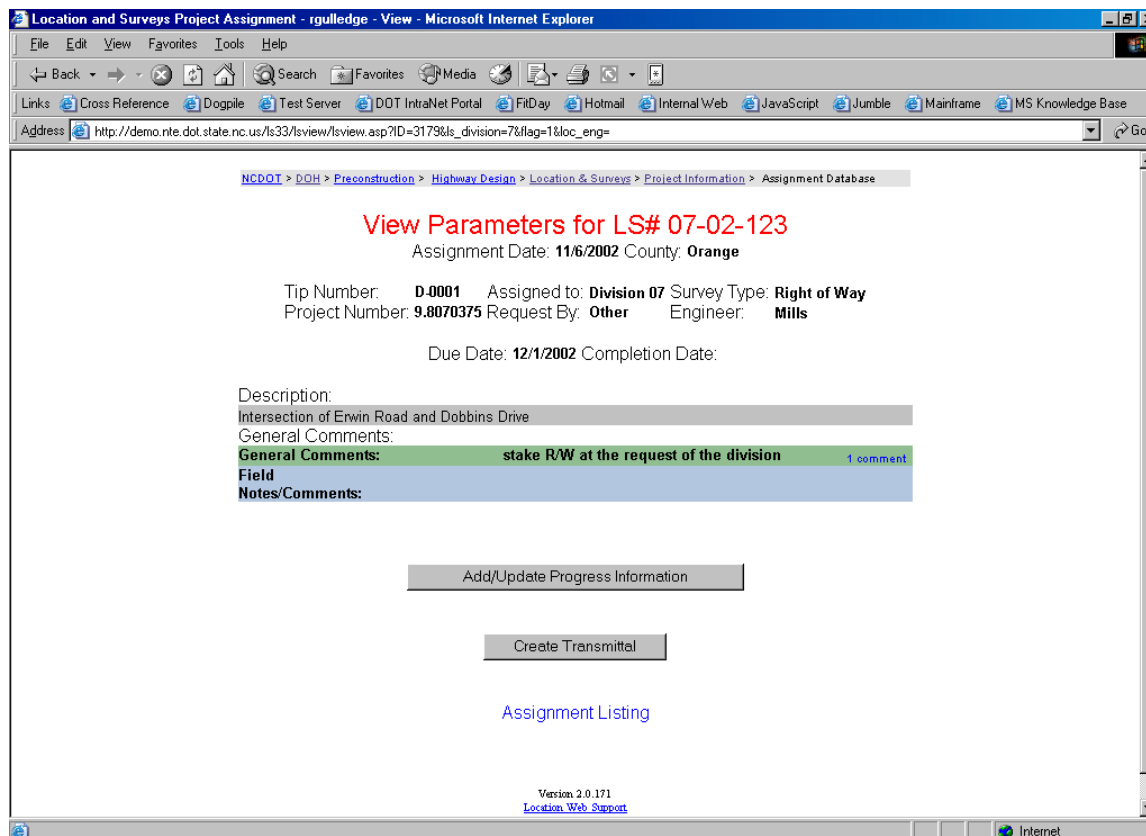
The requesting unit will receive an email with a hyperlink to the electronic child transmittal. To view this transmittal, the user must login to the system with their email username and password. This will display the header of the transmittal. This page will have a "View Conformation" button. Clicking this button will show the user the complete transmittal. It will also write the user name, date and time to the database. This is in effect an electronic signature.

Hopefully this system will be easier to use than the paper transmittals and result in a more efficient workflow.

On the following pages, the basic operation of the program will be shown along with screen shots. If you have any questions about the system, please contact either James Dodson or Joel Gullledge.

Note: This system works best in Internet Explorer 5.5 or above. It is not guaranteed to work in Netscape.

The new transmittal database is linked into the project assignment database. When a field office is ready to transmit data for a project, they can go to the project assignment database and locate the project:



The user can then click on the Create Transmittal button:

Location and Surveys Transmittal - rgulledge - Add - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Links Cross Reference Dogpile Test Server DOT IntraNet Portal FitDay Hotmail Internal Web JavaScript Jumble Mainframe MS Knowledge Base

Address http://demo.nle.dot.state.nc.us/ls33/Transmittal/Add.asp?Office=F Go

NCDOT > DOH > Preconstruction > Highway Design > Location & Surveys > Project Information > Transmittal

Add Transmittal

Transmittal Date 12/5/2003 Division 07 LS Number 07-02-123
Project Number 9.8070375 Tip Number 0.0001 County: Orange

Route/Description *

To: rcollins Unit: Location and Surveys Central Office
From: * rgulledge Unit: * Division 7 Field Office

Add A Comment:

Save Information Reset

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[Location Web Support](#)
(919)250-4109

Done Internet

Start Microsoft Word - Document1 Location and Surveys... 8:13 AM

Fill in the requested information (a red asterisk is required information) and hit save information.

Location and Surveys Transmittal - rgulledge - Add/Update Transmittal Tasks - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Links Cross Reference Dogpile Test Server DDT IntraNet Portal FiDay Hotmail Internal Web JavaScript Jumble Mainframe MS Knowledge Base

Address <http://demo.nle.dot.state.nc.us/Is33/Transmittal/TaskList.asp?Office=F&TransID=97&Process=Add> Go

Notes/Comments:

IDENTIFY ITEMS TO BE TRANSMITTED

Alignment & Level Information

☒ Alignment Graphics (ALN) test1

☐ Alignment Graphics (BLN)

☐ Alignment Graphics (ELN)

☐ Baseline/BM Text

Control Sheets

☒ Control Sheet 1C test2

☐ Control Sheet 1D

☐ Control Sheet 1E

☐ Control/BM Text

☐ GPS Calibration (html)

☐ WGS84 Coord. Text

☐ Local Coord. Text

Hydrographic Data

☐ Hydraulic Graphics (HYL)

Other Data

☐ DTM Data (DTL)

Done Internet

On the next screen, you can pick the items that you want to send. A comment is required for each item you send (such as filenames).

Location and Surveys Transmittal - rgulledge - Add/Update Transmittal Tasks - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Links Cross Reference Dogpile Test Server DDT IntraNet Portal FiDay Hotmail Internal Web JavaScript Jumble Mainframe MS Knowledge Base

Address http://demo.nle.dot.state.nc.us/Is33/Transmittal/TaskList.asp?Office=F&TransID=97&Process=Add Go

☐ Classification

☐ Contact Prints

Property Data

☐ Property Graphics (PRL)

☐ Deed Draft (_DEED.DGN)

☐ Prop Owner Contacts (MDB)

☐ R/W Abstract

☐ Deed Book(s)/Plat Book(s)

☐ Strip Map(s)/Tax Map(s)

☐ Survey Report

Utility Data

☐ Utility Data Graphics (UTL)

☐ Pole Data (PDF)

☐ Other Utility Data

* Removing an assigned task also removes the data associated with it. This data is then unretrievable.

Update/Create Transmittal Reset

Transmittal

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 (919)260-4109

Internet

When you have picked all the tasks, click on the “Update/Create Transmittal” button. A summary of the transmittal is shown:

Location and Surveys Transmittal - rgulledge - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Links Cross Reference Dogpile Test Server DOT IntraNet Portal FiDay Hotmail Internal Web JavaScript Jumble Mainframe MS Knowledge Base

Address http://demo.nle.dot.state.nc.us/ls33/Transmittal/transView.asp?Office=F&TransID=97 Go

NCDOT > DOH > Preconstruction > Highway Design > Location & Surveys > Project Information > Transmittal

View Transmittal # 97

Transmittal Date **12/5/2003** Division **07** LS Number **07-02-123**
 Project Number **9.8070375** Tip Number **D-0001** County **Orange**
 Route/Description **1 40**

To: rcollins Unit: Location and Surveys Central Office
 From: rgulledge Unit: Division 7 Field Office

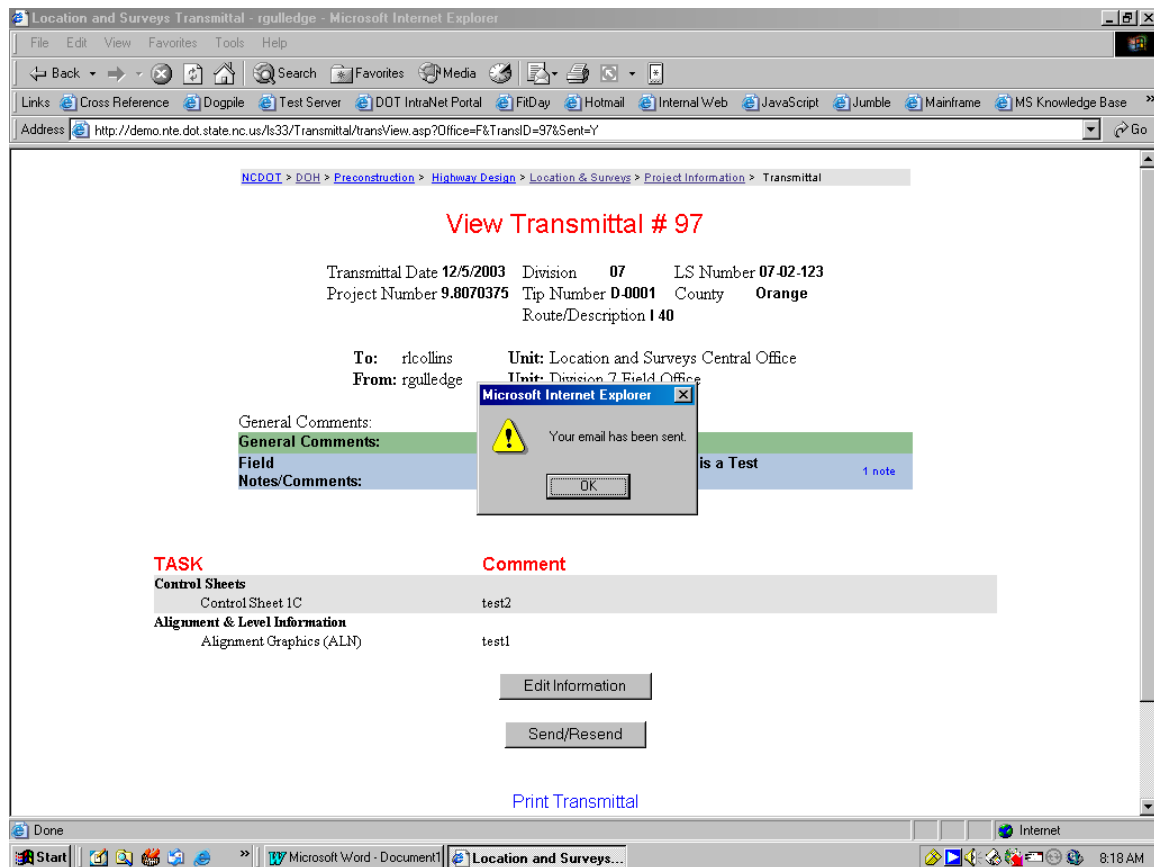
General Comments:
General Comments:
Field This is a Test 1 note
Notes/Comments:

TASK	Comment
Control Sheets	
Control Sheet 1C	test2
Alignment & Level Information	
Alignment Graphics (ALN)	test1

[Print Transmittal](#)

Internet

At this point you can edit or send the transmittal. When you hit send a confirmation button will appear.



You then have the option of printing the transmittal or returning to the assignment-listing page. If you return to the assignment listing and then pick that same job again, you will now see the transmittal associated with the project.

Location and Surveys Project Assignment - rgulledge - View - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Links Cross Reference Dogpile Test Server DOT IntraNet Portal FiDay Hotmail Internal Web JavaScript Jumble Mainframe MS Knowledge Base

Address http://demo.nle.dot.state.nc.us/ls33/lsView/lsview.asp?ID=3179&ls_division=7&flag=1&loc_eng= Go

NCDOT > DOH > Preconstruction > Highway Design > Location & Surveys > Project Information > Assignment Database

View Parameters for LS# 07-02-123

Assignment Date: 11/6/2002 County: Orange

Tip Number: D-0001 Assigned to: Division 07 Survey Type: Right of Way
 Project Number: 9.8070375 Request By: Other Engineer: Mills

Due Date: 12/1/2002 Completion Date:

Description:
 Intersection of Erwin Road and Dobbins Drive

General Comments:
General Comments: stake R/W at the request of the division [1 comment](#)
Field
Notes/Comments:

Add/Update Progress Information

Transmittal Number	Transmittal Date	Status	Completion Date
97	12/5/2003	New	

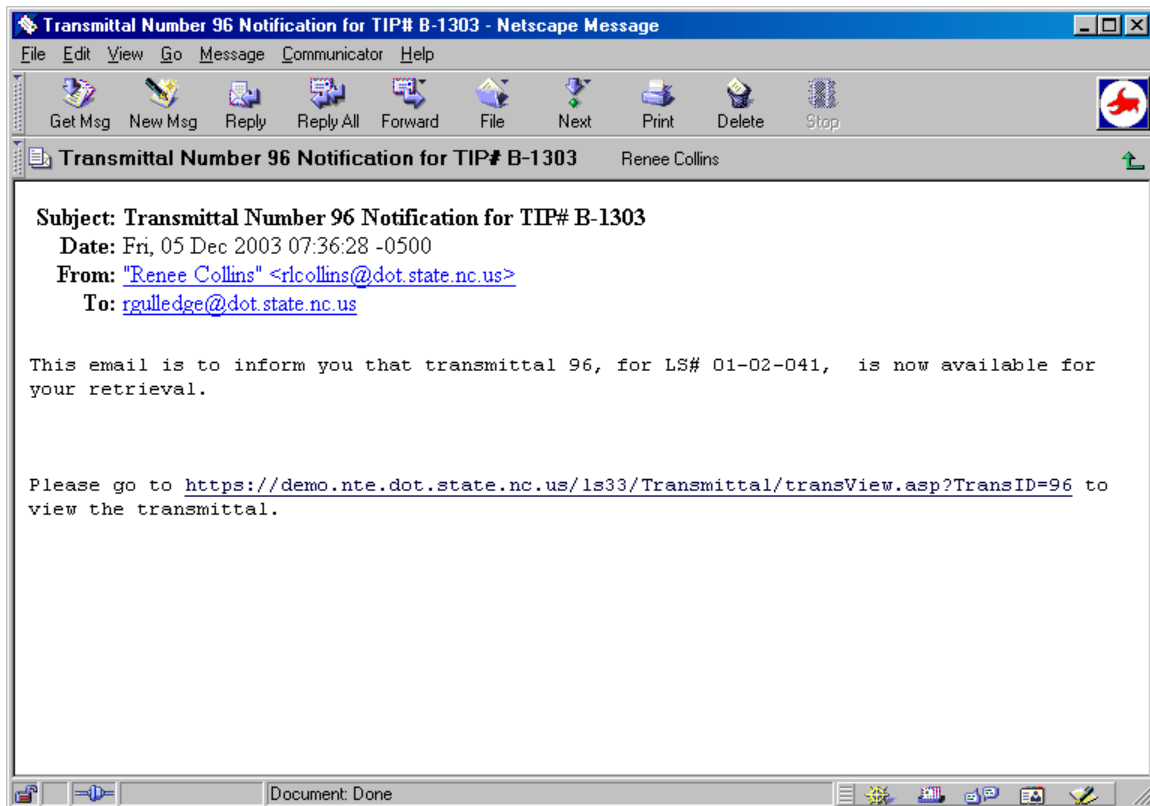
Create Transmittal

[Assignment Listing](#)

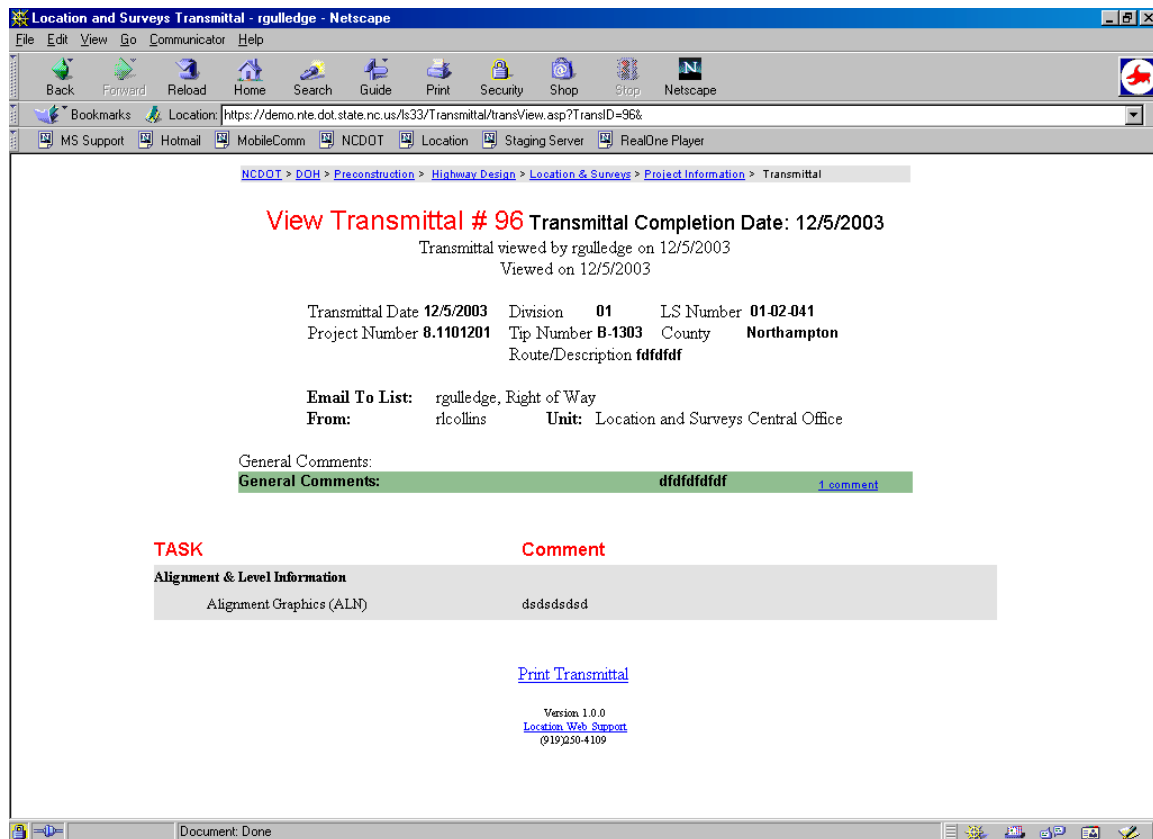
Done Internet

You will notice that the status is “new”. At this point you can still edit the transmittal. When the central office creates a child transmittal to that goes with the parent just created, its status will go to “working” and a field office can no longer edit any data on the transmittal.

When you hit the send transmittal button, an e-mail was generated to L-S project similar to the following:



When the person clicks on the hyperlink, they are asked to log in and then they see the transmittal as follows:



This covers the field side of the database. We will now look at the Central Office side.

When the Central Office receives notification of the transmittal, they can go into the project database and see the transmittal. This allows them to continue the workflow on the transmitted data.

Location and Surveys Project Assignment - rgulledge - View - Microsoft Internet Explorer

Address: http://demo.nle.dot.state.nc.us/ls33/lsproject/lsview.asp?ID=3179&ls_division=7

[NCDOT](#) > [DOH](#) > [Preconstruction](#) > [Highway Design](#) > [Location & Surveys](#) > [Project Information](#) > [Assignment Database](#)

View Parameters for LS# 07-02-123

Assignment Date: **11/6/2002** County: **Orange**

Tip Number: **D-0001** Assigned to: **Division 07** Survey Type: **Right of Way**
 Project Number: **9.8070375** Request By: **Other** Engineer: **Mills**

Due Date: **12/1/2002** Completion Date:

Description:
 Intersection of Erwin Road and Dobbins Drive

General Comments:
General Comments: stake R/W at the request of the division [1 comment](#)

Field
Notes/Comments:

[Edit Project Information](#)

Transmittal Number	Transmittal Date	Status	Completion Date
97	12/5/2003	New	

[Create Transmittal](#)

[Assignment Listing for Division 7](#)

After clicking on the transmittal number, they see the following screen:

Location and Surveys Transmittal - rgulledge - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Links Cross Reference Dogpile Test Server DOT IntraNet Portal FiDay Hotmail Internal Web JavaScript Jumble Mainframe MS Knowledge Base

Address http://demo.nle.dot.state.nc.us/ls33/Transmittal/transView.asp?Office=C&TransID=97 Go

View Transmittal # 97

Transmittal Date **12/5/2003** Division **07** LS Number **07-02-123**
 Project Number **9.8070375** Tip Number **D-0001** County **Orange**
 Route/Description **140**

To: rcollins Unit: Location and Surveys Central Office
 From: rgulledge Unit: Division 7 Field Office

General Comments:
General Comments:
 Field This is a Test 1 kb
 Notes/Comments:

TASK	Comment
Control Sheets <input type="checkbox"/> Control Sheet 1 C	test2
Alignment & Level Information <input type="checkbox"/> Alignment Graphics (ALN)	test1

Add Transmittal
Edit Information

Email **** Please limit the size of your comment to 1000 characters. Anything greater than 1000 characters will be truncated. ****
 Message

Characters remaining: 1000 Return to Field for Changes

Done Internet

At this point they have several options. They can add a comment and hit the return to field for changes. If this option is selected, you will receive an email similar to the one shown earlier asking for changes to be made to the transmitted data.

If all or some data is ready to be forwarded on to the requesting unit, the user selects the boxes beside the completed tasks and clicks on the "add transmittal" button and the following screen is selected:

Location and Surveys Transmittal - rgulledge - Add - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Links Cross Reference Dogpile Test Server DOT IntraNet Portal FiDay Hotmail Internal Web JavaScript Jumble Mainframe MS Knowledge Base

Address http://demo.nle.dot.state.nc.us/Is33/Transmittal/Add.asp?Office=C&TransID=98

NCDOT > DOH > Preconstruction > Highway Design > Location & Surveys > Project Information > Transmittal

Add Transmittal

Transmittal Date 12/5/2003 Division 07 LS Number 07-02-123
 Project Number 9.8070375 Tip Number D-0001 County: Orange
 Route/Description hhh

To: * Unit: * Roadway

Email To List:

From: Isproject Unit: Location and Surveys Central Office

Add A Comment:

TASK **Comment**

Alignment & Level Information

Alignment Graphics (ALN) test

Email **** Please limit the size of your comment to 1000 characters.**
 Message **Anything greater than 1000 characters will be truncated. ****

Characters remaining: 1000

Done

Start [Fwd: Etrex software] - Inb... Microsoft Word - Project Tr... Location and Surveys... 1:21 PM

On this screen, the “To” field is filled in with the person who requested the information along with their unit name. The tasks that were selected on the previous screen are already shown. At this point, the person can hit “add transmittal”. If this is selected, we can go back to the project database and see the following:

Location and Surveys Project Assignment - rgulledge - View - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Links Cross Reference Dogpile Test Server DOT IntraNet Portal FiDay Hotmail Internal Web JavaScript Jumble Mainframe MS Knowledge Base

Address http://demo.nle.dot.state.nc.us/ls33/lsProject/lsview.asp?ID=3179&ls_division=7 Go

NC DOT > DCH > Projects/Trails > Highway Details > Location & Status > Project Information > Assignment Database

View Parameters for LS# 07-02-123
Assignment Date: **11/6/2002** County: **Orange**

Tip Number: **D-0001** Assigned to: **Division 07** Survey Type: **Right of Way**
Project Number: **9.8070375** Request By: **Other** Engineer: **Mills**

Due Date: **12/1/2002** Completion Date:

Description:
Intersection of Erwin Road and Dobbins Drive

General Comments:
General Comments: **stake R/W at the request of the division** [1 comment](#)

Field
Notes/Comments:

[Edit Project Information](#)

Transmittal Number	Transmittal Date	Status	Completion Date
96	12/5/2003	New	
97	12/5/2003	Working	

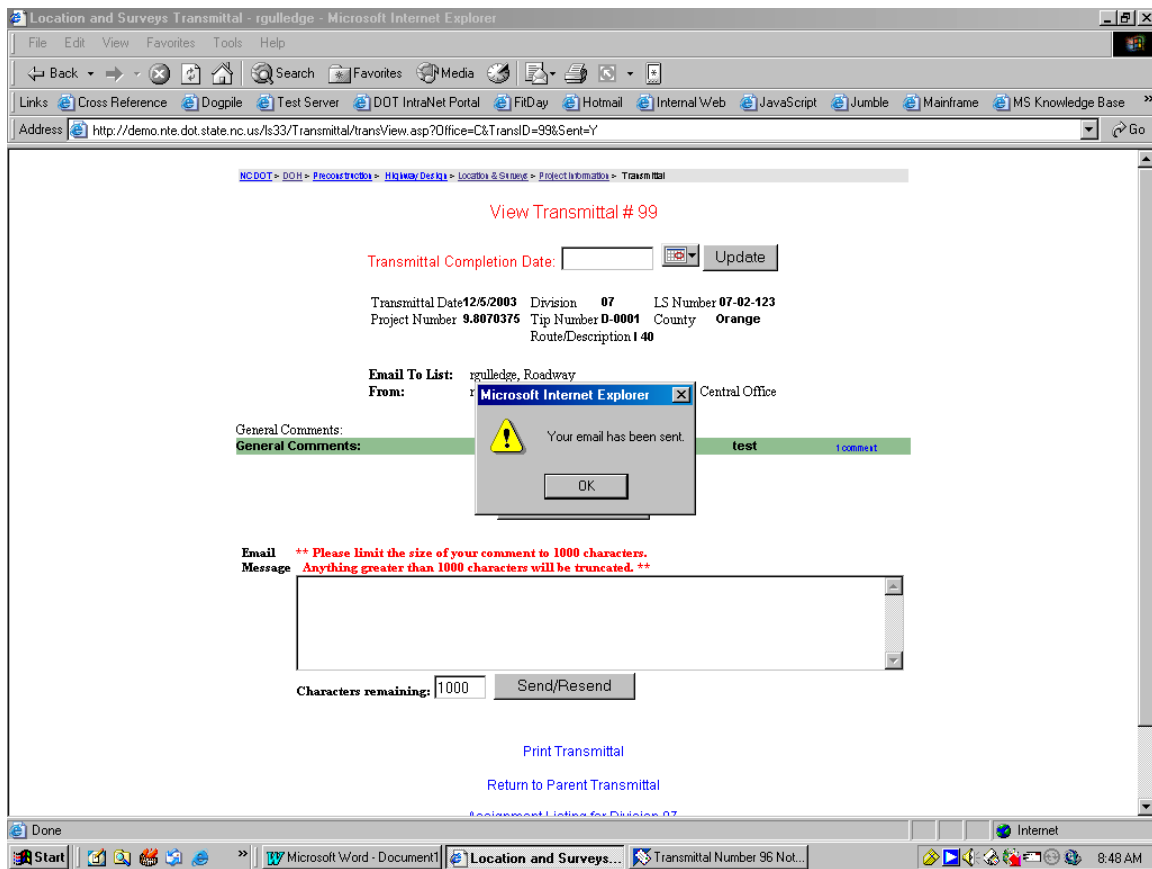
[Create Transmittal](#)

[Assignment Listing for Division 7](#)

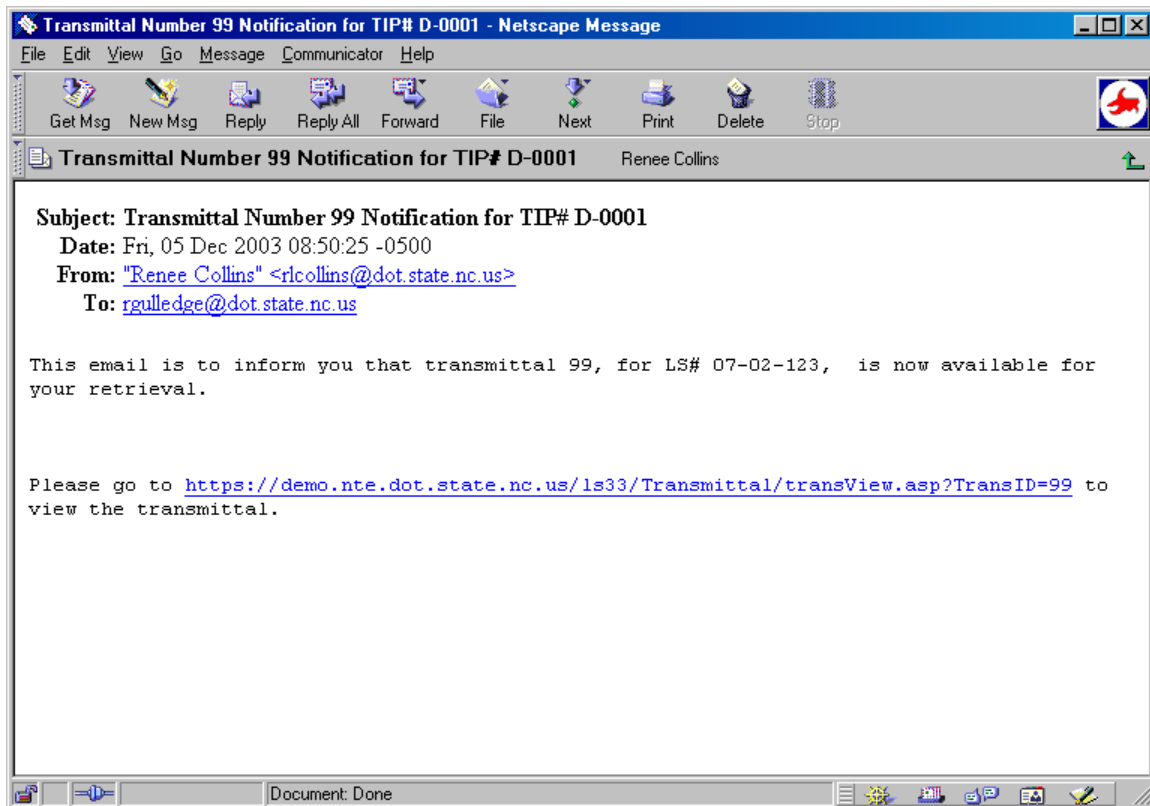
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[Location Web Project](#)
(919)210-4109

Internet

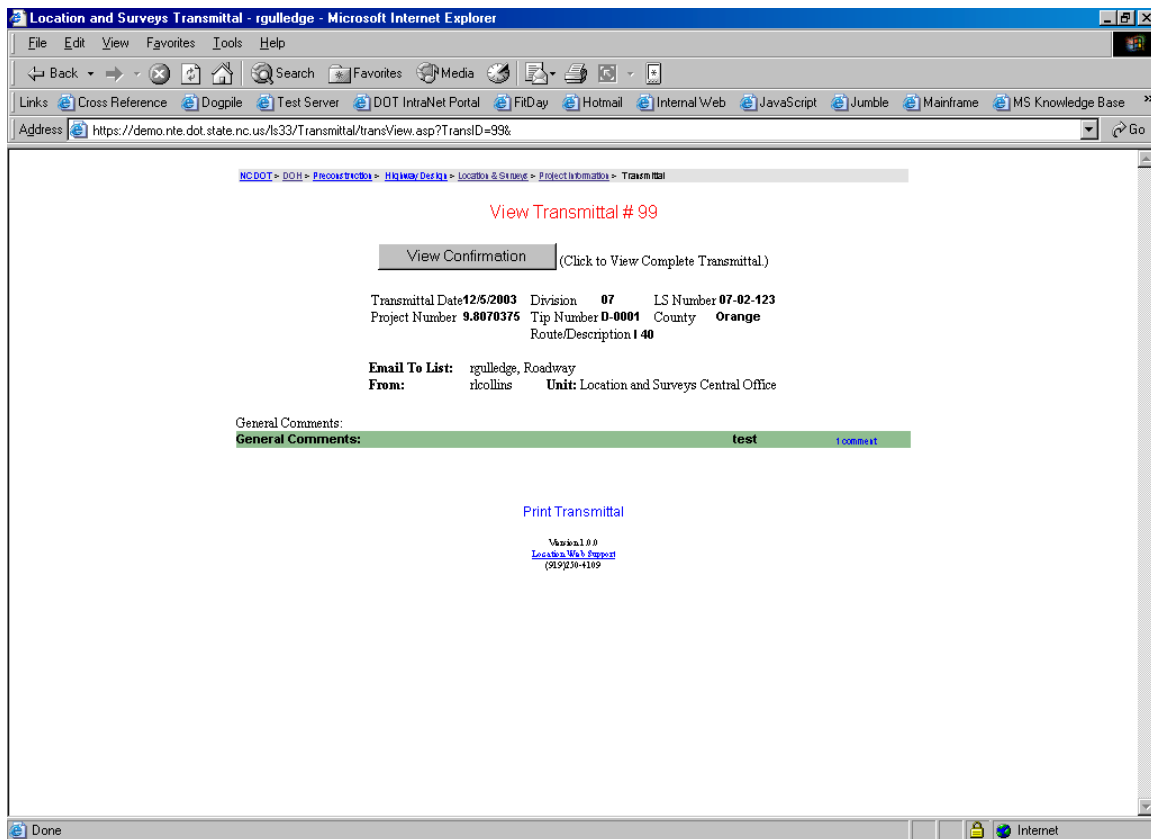
The parent transmittal is now shown as “working” and the child as new. On the previous screen, the person could have also picked “send/resend” if they were ready to send the transmittal on. Once again you get the following confirmation screen:



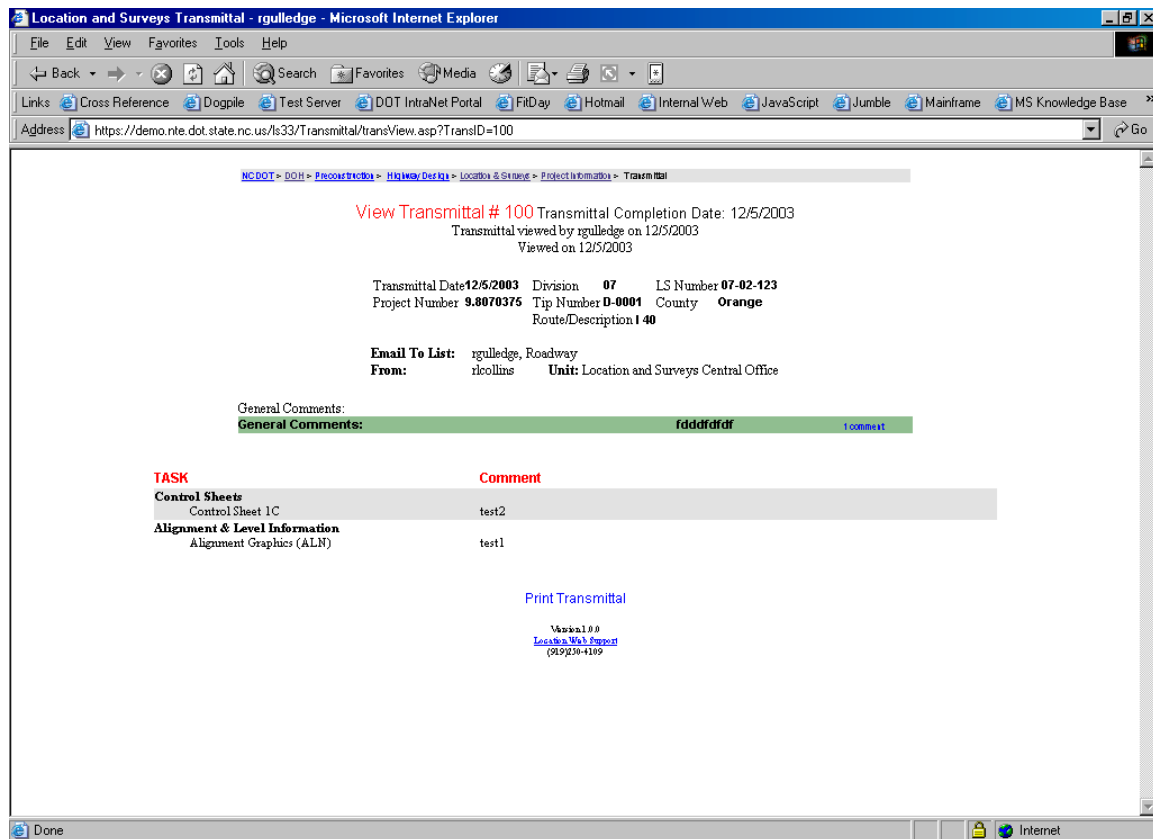
The receiving unit would then get the following email:



After clicking on the hyperlink, the user must login and then will be presented the following screen:



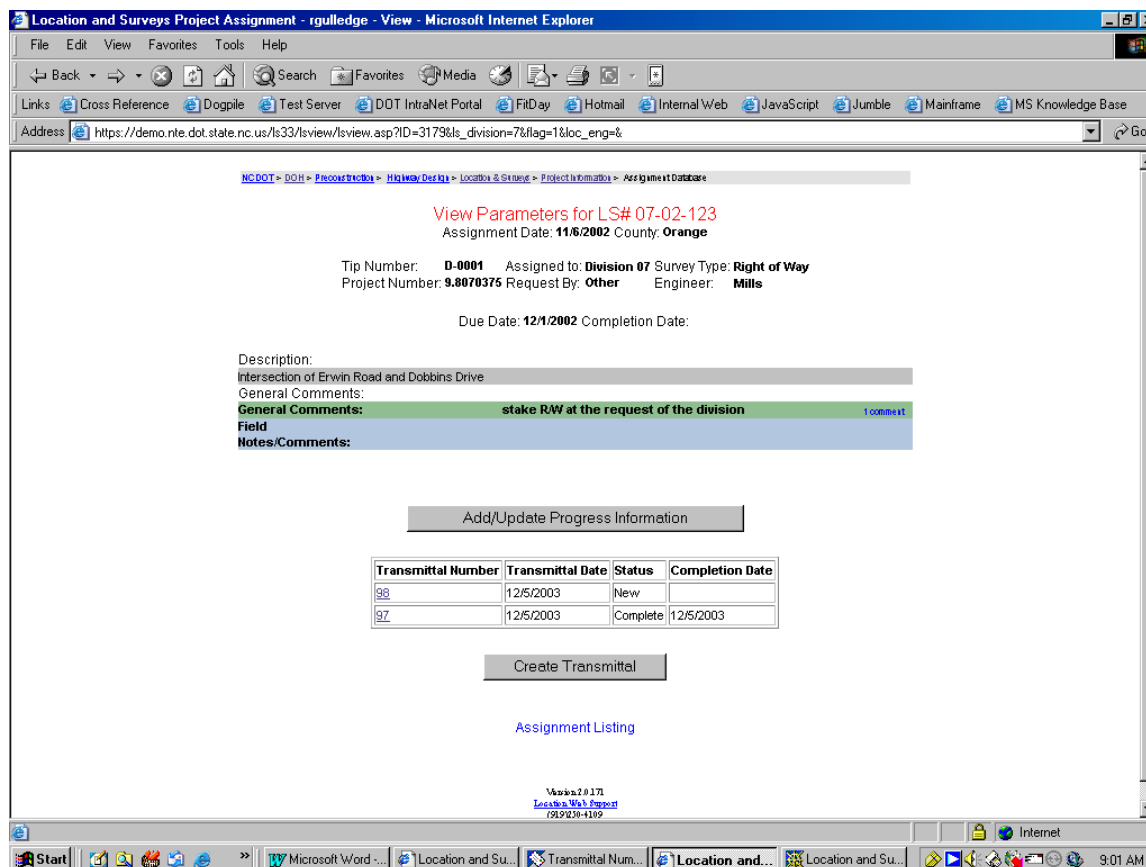
Notice the “View Confirmation” button at the top of the screen. As soon as this button is selected, the username, date and time they viewed it are recorded and displayed.



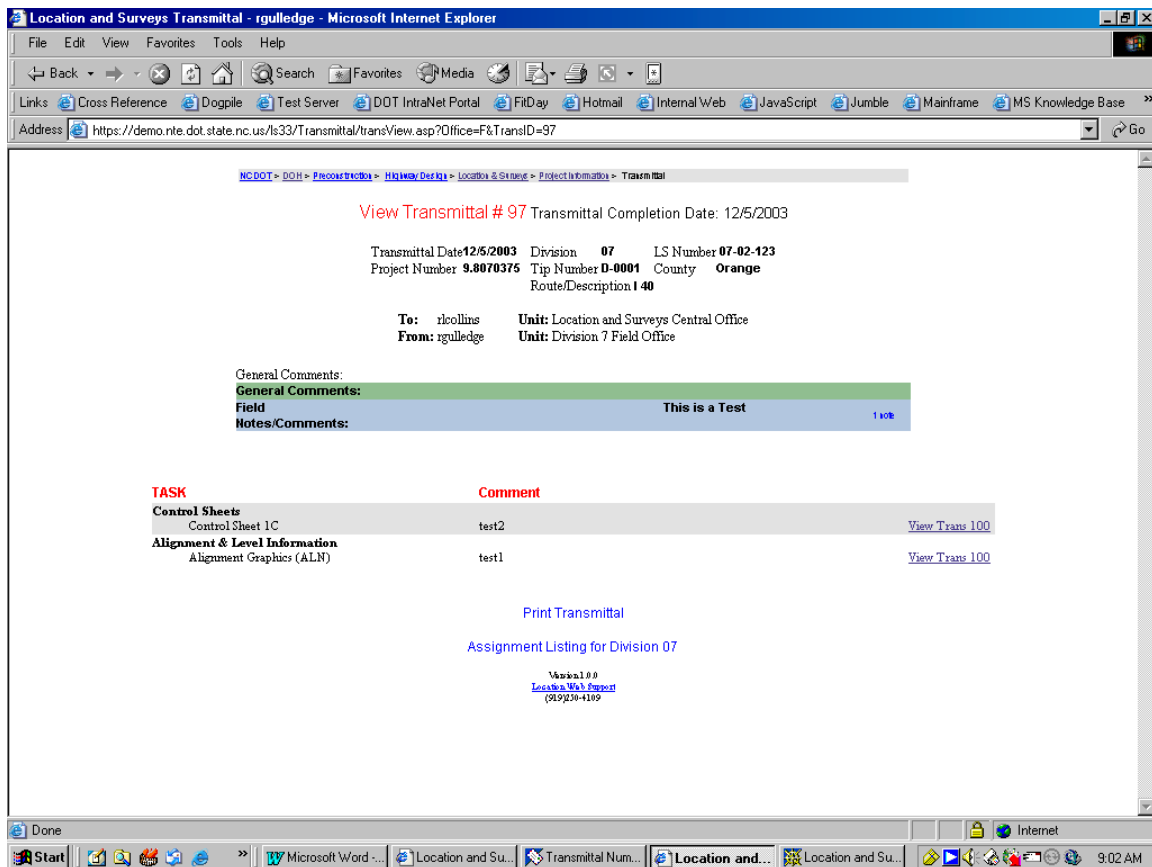
Please note that no tasks are shown until the view conformation is selected.

Once the receiving unit has viewed the transmittal, its status will go to complete.

The following screen shows the completed transmittal number 97.



If you click on the transmittal number 97, you also have the option to view the associated child transmittals:



By clicking on the child transmittal, you get to see whom viewed it and when.

The final piece of the database is the public side. The screen looks like a basic search screen:

Location and Surveys Transmittal

12/5/2003

LS # - -

OR

TIP # -

[Incomplete Transmittals](#)

[Transmittals On Hold](#)

Version 1.0.0
Location Web Report
(2009020-4109)

You can search by TIP or LS Number.

Location and Surveys Transmittal - rgulledge - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Links Cross Reference Dogpile Test Server DOT IntraNet Portal FiDay Hotmail Internal Web JavaScript Jumble Mainframe MS Knowledge Base

Address http://demo.nle.dot.state.nc.us/ls33/transmittal/default.asp Go

NC DOT > DOT > Procedures > Highway Details > Location & Survey > Project Information > Transmittal

Location and Surveys Transmittal

12/5/2003

LS # - -

OR

TIP # -

[Incomplete Transmittals](#)

[Transmittals On Hold](#)

Transmittal numbers associated to TIP Number

Transmittal #	LS #	TIP#	Date	Division	Project	Route/Description	County	Status	Completion Date	Associated Transmittals
98	07-02-123	D-0001	12/5/2003	07	9.8070375	hhh	Orange	New		
97	07-02-123	D-0001	12/5/2003	07	9.8070375	I 40	Orange	Complete	12/5/2003	99, 100

Version 1.0.0
[Location Web Support](#)
 (919) 236-4169

Done

Start Microsoft Word... Location and... Re: Transmittal... Location and Su... Location and Su... 9:07 AM

The results screen shows all associated transmittals for a project.

On the search screen there is also a button for showing Incomplete Transmittals.

Location and Surveys Transmittal - rgulledge - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Links Cross Reference Dogpile Test Server DOT IntraNet Portal FiDay Hotmail Internal Web JavaScript Jumble Mainframe MS Knowledge Base

Address http://demo.nle.dot.state.nc.us/ls33/transmittal/default.asp?Report=CD Go

NC DOT > DOT > Procedures > Highway Details > Location & Survey > Project Information > Transmittal

Location and Surveys Transmittal

12/5/2003

LS # - -

OR

TIP # -

[Incomplete Transmittals](#)

[Transmittals On Hold](#)

Incomplete Transmittals

Transmittal #	LS #	TIP#	Date	Division	Project	Route/Description	County	Status	Action Taken	View Status
15	05-02-T02	U-3101-CD	6/17/2003	05	8.1043101	tst1	Wake	Transmitted	Emailed to isaid, isaidTST1	
40	04-02-067	B-3468	6/20/2003	04	8.2301101	tst4	Halifax	Transmitted	Emailed to isaid, tstrs	
84	10-02-063	U-2704-B	8/21/2003	10	8.1675001	TransAtlantic Tunnel	Mecklenburg	Transmitted	Emailed to atulp, location and surveys	
86	03-02-058	R-4002	9/23/2003	03	8.2231701	NC123	Brunswick	Transmitted	Emailed to ricollins, Roadway, ricollins, test unit	

Done Internet

Start Microsoft Word... Location and... Re: Transmittal... Location and Su... Location and Su... 9:11 AM

You can also view a list of transmittals on hold:

Location and Surveys Transmittal - rgulledge - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Links Cross Reference Dogpile Test Server DOT IntraNet Portal FiDay Hotmail Internal Web JavaScript Jumble Mainframe MS Knowledge Base

Address http://demo.nle.dot.state.nc.us/ls33/transmittal/default.asp?Report=OH Go

NC DOT > DOT > Projects/Trails > Highway Details > Location & Survey > Project Information > Transmittal

Location and Surveys Transmittal

12/5/2003

LS # - -

OR

TIP # -

[Incomplete Transmittals](#)

[Transmittals On Hold](#)

Transmittals On Hold

Transmittal #	LS #	TIP#	Date	Division	Project	Route/Description	County
35	02-02-057	R-2510-A	6/18/2003	02	8.T150601	tst2	Beaufort

Version 1.0.0
[Location Web Support](#)
 (919) 20-4109

http://demo.nle.dot.state.nc.us/ls33/transmittal/default.asp?Report=OH Internet

Start Microsoft Word... Location and... Re: Transmittal... Location and Su... Location and Su... 9:12 AM